

## REPORTS INVENTORY

CONTROL NO. feeder report for  
DDS/OL/BFB-2

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Budget Estimates

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

☐ MEDICAL☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

Original and 1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

1 - OL/B&amp;F 1 - OL/PD

7. FORMAT (memorandum, form computer print-out, etc)  
Typed Format

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

LN 30-17 (latest)

10. PREPARING COMPONENT (include lowest level contributing information to report)

Office of Chief, Procurement Division

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13.4	8.86	12		106.32	1		106.32
GS-16.5	14.46	1		14.46			14.46
GS- 7.1	3.89	5		19.45			19.45

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR							\$ 140.23

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for consolidated OL Budget presentation.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9-21-70 STAT

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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